

**CLASS TITLE: COMMISSION RECORDS CLERK**

**Class Code: 02591500**  
**Pay Grade: 25A**  
**EO: E**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To discharge as the Clerk of the Public Utilities Commission those duties and responsibilities as prescribed by law and by the rules adopted by the Commission; to be responsible for the proper maintenance of the records of the commission; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of the Commissioners and the Deputy Public Utilities Administrator with latitude for the exercise of initiative and independent judgement; work is reviewed for conformance to law, regulations and procedures.

**SUPERVISION EXERCISED:** As required, may supervise and review the work of personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the maintenance of all records relating to the commission's proceedings including: filing, transcripts, decisions, notices, orders and applications.

To schedule all formal hearings and informal meetings of the commission, including the docketing of all applications by the utilities and the coordination of the schedule with the appropriate utilities, officials, and other concerned parties.

To arrange for proper accommodations for hearings, prepare the necessary information, and schedule stenographers as needed.

To act as a liaison between the commission and the utilities in regard to filings, deadlines, questions and pre filed testimony.

To participate in the preparation of and to issue notices of hearings, suspension orders, notice of compliance and any other documents required by the commission.

To have custody of the seal of the commission.

To administer oaths in all cases before the commission or in matters pertaining to the commission's work.

To answer inquiries from the public, interested parties and the media.

As necessary, to issue subpoenas for witnesses to testify at formal hearings.

To have general charge of the office of the commission and assist the Commissioners as requested.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of those sections of the law, rules and regulations of the Public Utilities Commission which apply to the duties of the Clerk; a thorough knowledge of the application of modern office practices and procedures including the maintenance of legal records; a thorough knowledge of the principles and practices of utility regulation and the ability to apply such knowledge in the performance of the above duties; the ability to keep accurate and concise records and files of commission proceedings, decisions, orders and other related materials; the ability to coordinate the work of the commission of utilities, the public and other concerned parties; the ability to deal effectively with utility officials, the media and state officials; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing;  
and

Experience: Such as may have been gained through: employment in a responsible staff position involving the coordination of complex clerical and office procedures in a regulatory setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 19, 1984

Editorial Review: 3/15/03